



**BUSINESS DEVELOPMENT MANAGER (UK)  
APPOINTMENT BRIEF**

DECEMBER 2017



## INTRODUCTION

This is an exciting opportunity for an exceptionally smart and creative individual to work on projects making a real difference to the lives of people across Sub-Saharan Africa and beyond. You will contribute significantly to the growth and development of an innovative company, be challenged in a line of work that really impacts people's lives for good, and engage in a fantastic team environment.

You will be joining a multicultural and multidisciplinary team based in Brighton (UK), who share a passion for making a difference whilst working in a cutting-edge sector.

## ABOUT EVERY1MOBILE

Every1Mobile is a mobile services and technology company which designs, builds and runs large digital social impact programmes across sub-Saharan Africa. Every1Mobile works with both the corporate and the international development sectors, using the power of mobile technology to deliver sustainable socio-economic inclusion to the bottom of the pyramid and emerging middle class. They work

on projects spanning financial and digital literacy, entrepreneurship, sexual health, gender and youth engagement for clients including Unilever, UN, PSI, Palladium and One.org, and on programmes funded by The World Bank, USAID, UKAID and the EU. The company has offices in Brighton, Cape Town and Nairobi. Their Washington DC and Lagos offices will open in Q1 2018.



## THE ROLE

Every1Mobile is recruiting a Business Development Manager to join their Business Development and Partnerships team in the Brighton office. You will be working with a highly motivated, energetic and growing team, including the company CEO, Business Development and Partnerships Manager in Brighton and their Business Development Director in South Africa. The role will be to build their portfolio of programmes across sub-Saharan Africa and other emerging markets through identifying new business opportunities and developing winning bids and proposals.



## BUSINESS DEVELOPMENT MANAGER

**SALARY:** £45,000 - £50,000

**LOCATION:** Brighton, UK

**CONTRACT:** Full-time, Permanent, subject to a 3-month probation period

**REPORTING:** Business Development Director

**Travel:** International travel required 3-4 times throughout the year

## RESPONSIBILITIES

### Tracking online funding and contract opportunities from a range of donors and agencies

- Enhancing internal systems to track and scope opportunities..
- Maintaining company database of new and forecasted opportunities and stage of activity underway with proposals.
- Screening donor requirements on selective relevant opportunities, reviewing and extracting key information to determine suitability for Every1Mobile.
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- Monitoring forecasted opportunities and attending Early Market Engagement meetings.
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- Making recommendations for potential consortium partners (INGOs, private sector) and suppliers (technical partners, consultants etc) to meet opportunity requirements and partner outreach.

### Preparing and submitting proposals (expressions of interest, concept notes and tenders) and budgets in cooperation with internal team as well as external partners or suppliers

- Coordinating the bid process internally and with partners and managing overall delivery schedule and inputs.
- Compiling company credentials and compliance documentation for bids.
- Writing content for a range of proposals including direct sales for small to medium-sized projects through to large, complex multi-year, multi-country programmes where E1M is either Digital Lead partner on a consortium or prime.



- Creating and fostering relationships with clients, partners and associates for optimal results and positioning for Every1 Mobile.
- Liaising with external clients and partners to deliver all technical and budget inputs.
- Capturing all inputs from E1M suppliers as needed.
- Engaging with internal Bus Dev and pre-sales team including programme designers to validate approach, design and pricing assumptions, budget preparation and workplans.
- Handling timely submission of applications (digital and physical) in accordance with client stipulations, ensuring quality assurance processes are adhered to.
- Reconcile pricing rates with previous pricing for existing clients.



**Developing and organising our Business Development Knowledge and Tool Centre (Repository for company materials, credentials, partner/client database and templates for proposals):**

- Streamline and improve current processes and activities around pipeline management, revenue forecasting, and handover from sales to operations as well being an integral part of the team preparing proposals and quotations. This will drive the growth and conversion of our sales pipeline.
- Set up and maintain all credentials and compliance documents for use in proposals.
- Set up and maintain a database of partners and suppliers.
- Develop a repository of templated responses for written proposals and budget calculations.
- Develop high-end templates for improved visual proposals.
- Develop and maintain company pricing models and company/client rate cards.

## PERSON SPECIFICATION

### Essential

- Degree level qualification in relevant field, or equivalent work experience (Masters preferred).
- Minimum of 2 years' experience developing proposals to secure grants and contracts for large value, complex, multi-year programmes within the International Development sector.
- Solid understanding of international development issues, sector, key players and stakeholders. In-country experience desirable.
- Applied knowledge of project cycle management including problem analysis, project design, financial planning and management, and monitoring and evaluation.
- Experience preparing and managing quality, successful technical and financial proposals for institutional donors or clients (including preferably DFID and/or USAID).
- Knowledge of international development donor funding and compliance policies.
- Experience coordinating bid teams involving multiple stakeholders to deliver proposals, bids, or manage contracts.
- Experience working with partners and colleagues from different organisations, countries, and cultures to deliver complex work tasks as part of a consortium.

### Skills

- Excellent communication and project management skills to manage clients and partners and gather deliverables from a range of internal and external stakeholders within pressurised schedules.
- Excellent organisational skills and time-keeping.
- Very strong writing skills to be able to construct high quality, complex narratives and convey complex ideas simply and clearly.
- Strong numeracy skills and moderate-advanced level of competence using Excel spreadsheets and formulas for financial information including price modelling and budget preparation.
- Confident and proficient in IT skills including Microsoft Office and Google Suite products.

### General

- Interest in international development issues, specifically the role of technology to deliver impact.
- Ability to work effectively as part of a team.
- Ability to interpret and analyse complex information from a range of sources and present in a succinct and compelling way.
- Ability to think and work pro-actively and creatively under pressure.

**All applicants must be eligible to live and work in the United Kingdom. Please note that Every1 Mobile is not sponsoring work visas.**

## HOW TO APPLY

All correspondence, at this stage, should be via Oxford HR. To apply for this post, please complete our online application form and submit the following information – **preferably in MS Word**:

- An up-to-date curriculum vitae (of no more than 3-4 sides of A4)
- A detailed statement (of no more than 2-sides of A4) explaining why you are interested in this post and how your skills and experience make you suitable.
- The Oxford HR Online Form, which provides us with the key information we will need to take your application through to interview.
- Please note: also enclosed with this form is Oxford HR's Equal Opportunities Form. You are under no obligation to complete this. Any information you do provide will only be used in accordance with the Data Protection Act 1998, and will remain confidential. It will not be used as part of the selection process.

N.B. The documents should be saved in MS Word in the following format: Your First Name-Your Last Name-Document Name-Date (yymm) e.g:

- Pat-Jones-CV-1502
- Pat-Jones-Statement-1502

## CLOSING DATE

Applications will be considered as they are received. **This role may close to applications before the planned closing date of Monday, 29<sup>th</sup> January 2018.**

## SELECTION PROCESS

Applications will be reviewed as received. The candidates meeting the essential requirements will be screened by Oxford HR before the closing date of the advert. The shortlisted candidates will be then referred for formal interview with the Every1Mobile.

## EQUALITY STATEMENT

Equality and diversity are at the core of Every1Mobile's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

## QUERIES

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please contact Ana Fernandes or Maria Grigore at **[every1mobile\\_bdm@oxfordhr.co.uk](mailto:every1mobile_bdm@oxfordhr.co.uk)**

## ABOUT OXFORD HR

Oxford HR operates globally, mainly within the international development and UK charity sectors. We carry out retained executive search mandates at board and senior management levels. We also offer human resource and organisational development consultancy.

Oxford HR has many years of experience in search as well as an extensive network of international development, social sector, corporate, public sector and academic contacts from across the world. We carry out comprehensive and often international searches designed to meet the specific needs of our clients.

Oxford HR's team members have significant personal experience of working in international development and the social sector as well as the corporate and governmental sectors. We are in a unique position to find and assess talented individuals from a variety of backgrounds.



**OXFORD HR**  
WORLD LEADERS

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